

To: School Food Authorities

Subject: Procurement for the 2020-21 School Year

The Louisiana Department of Education, Division of Nutrition Support, has received many questions regarding completion of bid solicitations for the 2020-21 school year. SFAs should procure items needed for the upcoming school year as they normally do. The SFA should advertise the bid solicitations and include the public bid opening date and time in both the advertisement and bid document. It is also recommended that bid solicitations are directly sent to known prospective vendors. Public SFAs are reminded that the bid solicitation must also be posted to an electronic bid platform.

At present, the Governor's Proclamation #41 has suspended public bid openings through April 30, 2020.

The proclamation reads as follows:

“All Public Bid Openings shall be suspended. Bid openings will continue, however public openings will not occur in order to limit the potential for exposure. Bid openings will be made available via phone conference or web conference”.

In the event that the Governor's Proclamation concerning bid openings is extended and conflicts with the planned bid opening date, the SFA Director should create an addendum to the bid solicitation and send to all known prospective vendors. The addendum should inform the prospective vendors that the bid opening will be made available via phone conference or web conference.

The Division of Nutrition Support staff are available to assist if needed. Please feel free to contact us at 225-342-9661.